

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Risk Management Agency  
Washington, DC 20250

**Notice PM-2909**

**For:** RMA Employees

**Mandatory Annual Civil Rights Training for FY 2014**

**Approved by:** RMA Administrator



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**1 Overview**

**A Background**

The USDA FY 2014 mandatory annual civil rights training has been added to the AgLearn “To Do Lists” for all permanent, temporary, intermittent, and part-time Federal employees. All RMA Federal employees are required to complete the mandated training no later than **July 30, 2014**.

**B Purpose**

This notice provides guidance to complete training for FY 2014.

**C Contacts**

Direct Civil Rights Training policy questions to Jacqueline Micheli, Office of Civil Rights Director, by either of the following:

- e-mail to [jacqueline.micheli@rma.usda.gov](mailto:jacqueline.micheli@rma.usda.gov)
- telephone at 202-690-6068.

For support with AgLearn, contact Alex Christensen, RMA AgLearn and eAuthentication Lead, by either of the following:

- e-mail to [alex.christensen@rma.usda.gov](mailto:alex.christensen@rma.usda.gov)
- telephone at 202-690-5881.

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Disposal Date	Distribution
October 1, 2014 4-22-14	All RMA Employees

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## 2 Permanent and Temporary Employees

### A AgLearn URL

Federal employees are **required** to complete the training mandate using the USDA Learning Management System, “AgLearn”.

Employees with special needs should contact Alex Christensen. See subparagraph 1 C.

### B AgLearn Security Credentials

Access to AgLearn requires the use of a USDA LincPass or eAuthentication Employee Account (user ID and password).

Direct questions and problems about the eAuthentication user ID and password to Alex Christensen. See subparagraph 1 C.

IF the user...	THEN...
has a USDA eAuthentication employee account	CLICK “ <b>Login</b> ” to access the AgLearn Home Page.
is a new employee and has not yet received the auto-generated eAuthentication registration e-mail within 4 weeks of coming onboard	contact Alex Christensen. See subparagraph 1 C.  <b>Note:</b> Contact information is also provided on the web site at <a href="http://www.aglearn.usda.gov/">http://www.aglearn.usda.gov/</a> , in Section C, “Support Contact Information for AgLearn and eAuthentication”.

### C New Employees Hired After April 28, 2014

Federal employees who begin service after April 28, 2014, will have the training automatically assigned to their AgLearn “To Do List”. If a new employee does **not** see the training on their AgLearn account within 2 weeks after their start date, they should contact Alex Christensen. See subparagraph 1 C.

## 3 Action

### A Employee Actions

All RMA Federal employees **must** complete the required Civil Rights Training by **July 30, 2014**. The “Reasonable Accommodation for the Federal Workforce” course has been assigned to employees’ “To Do Lists” in AgLearn.

### B Manager and Supervisor Actions

All RMA managers and supervisors shall verify and track the Civil Rights Training in AgLearn to ensure that all employees have completed the required Civil Rights Training by **July 30, 2014**.